SCOPE OF WORK AND TERMS & CONDITIONS

1) EPI requires services of one AC Car (FOUR-WHEELER) of Tata Manza or Maruti swift dzire for a period of one year with driver, fuel, lubricant, maintenance etc.

2) The service shall commence within one week of issuance of work order or a date to be intimated by EPI giving 7 days notice to the party.

3) The party shall arrange and keep alive valid insurance covers including riot risks provision of the motor vehicles Act. 1939.

4) Repair & Maintenance to be taken care by the party. The vehicle shall be provided with a spare wheel with tyres in good condition, with other tools required to attend to minor break downs during travel and a first-aid box containing necessary items.

5) The party shall ensure that punctual, efficient and accident-free service is provided at all times. In case of the vehicle not turning up at the designated spot within 15 minutes of the scheduled time or in case of failure to turn up, the person travelling in the car shall be at liberty to travel by taxis or any other transport from that spot to the destination at the cost of the party.

6) If the duty car is out of order/services, the alternative arrangement may be provided by the party.

7) The vehicle has to be registered in favour of the bidder/ service provider.

8) PAYMENT TERMS

   The bill along with copies of logbook towards hiring charges etc. shall be submitted to EPI by the party in the first week of the following month and payment shall be released within a fortnight after receipt of the same.

9) PERIOD OF VALIDITY

   This agreement shall be initially for a period of one year from the date of commencement of the service. The agreement may be terminated within this period by giving 15 days notice from either side. The agreement may be renewed after one year with mutual consent.
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10) SECURITY DEPOSIT

The successful bidder shall deposit Rs. 15000/- in the form of DD/ Banker’s cheque in favor of “Engineering Projects (India) Ltd” payable at Kolkata. Same shall be refunded after successful completion of the services.

11) OTHERS TERMS & CONDITIONS

a) The party shall abide by all instructions and directions issued to him from time to time by EPI and provide efficient, punctual & trouble-free service to the maximum extent.

b) In case of failure on the part of party to provide the vehicle at appropriate time and spot. EPI shall have the liberty to impose fine at the rate of Rs.1500 (Rupees One thousand five hundred only) per day which shall be binding on the party unconditionally.

c) The driver shall have valid driving license and shall be fully conversant with traffic rules and local routes.

d) The vehicle shall be perfectly in good condition and not older than 2 years.

e) Duties shall be 7 days in a week except two Sundays (alternative) in a month. However, bidder to note that in case of any exigency or requirement, EPI have the right to call on the vehicle for above two Sundays also in lieu of which rest for other days shall be given.

f) The parking charges and toll tax shall be reimbursed by EPI alongwith the monthly bill on production of documentary evidence.

g) From garage to reporting place and return to garage after end of duty, time of half an hour and 07 Km distance for each side shall be added (rate to be quoted accordingly).

h) The type of vehicle and age to be mentioned separately.